



## Directions

### Annotated Works Consulted Homework

*"Giving credit where credit is due is a very rewarding habit to form. Its rewards are inestimable."*

Loretta Young  
<http://www.brainyquote.com>

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#### Part One – Due \_\_\_\_\_

**Print sources only** – This includes any source from a printed volume or book, such as a science reference book or science encyclopedia, a general encyclopedia, or a non-fiction book. This would be source citation Form A or B.

Use the MLA Annotated Works Consulted Do's & Don'ts handout, this tip sheet and your research manual to help you format your Annotated Works Consulted (AWC). Here's how to get started:

1. You must use a word processor for the Annotated Works Consulted. Use:
  - Only 12 point black Times New Roman or Arial font
  - Set all margins (top, bottom and sides) at 1"
  - Begin the first line of each citation at the left margin. If your citation is more than one line, the second line and any subsequent lines are indented five spaces.
  - Double space or space 1.5 between citation and annotation
  - Double space or space 1.5 between annotation and next citation

For an example, see page \_\_\_\_\_ in your research manual.

2. Put your source citation sheets in alphabetical order by author. If there is no author, alphabetically use the next bit of information (the title).
3. Use the example (top) line of the source citation sheet as a guideline for the correct placement of each bit of information. The bits of information that you have filled in are in the correct order with correct punctuation. Substitute your source citation information and punctuation for the information on the source citation sheet example. Follow the format listed above if your source citation information takes up more than one line.
4. Double space between each line. Remember to include an annotation.

5. Save your Annotated Works Consulted document to your hard drive at home and also on your flash drive as backup.
  6. Hand in only Part One – your print resources (which may also include your Science Fair experiment source) on the due date.
  7. Use the Annotated Works Consulted rubric and / or example in your research manual as a guide to make sure you have completed the Annotated Works Consulted properly.
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## **Part Two – Due \_\_\_\_\_**

1. Part Two will include your database sources. You probably do not have a source citation sheet for the databases because the source citation information is printed at either the top or bottom of the article. If you do not have this information, please go back to the article and click on the “Cite This” or “Citation” button and print the citation and attach it to your source.
2. You may copy and paste your database source citations into your Part One document or you may type it, following the source citation provided on the printout.
3. Follow the same steps for formatting that are listed in Part One.
4. Integrate your (new) database sources alphabetically with the citations that you saved on your Part One document that you created and saved.
5. The new integrated document with all your sources and annotations that you will be handing in is a first draft.

**Note:** Because this is the first time you are compiling an Annotated Works Consulted, there will be no grading rubric for the first draft. We will conference on corrections that need to be made. You will need to make the corrections that are indicated on the rubric when it is returned to you after our conference.

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## **Part Three – Due \_\_\_\_\_**

1. Hand in your corrected Annotated Works Consulted to me for a grade.
2. Print a copy of your corrected Annotated Works Consulted for your Science Fair project.



Please see me if you have any questions or if you are unsure what to do. *Mrs. Zajko*